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Knowledge. Strategies. Results.

21st CCLC Profile & Performance Information Collection System (PPICS)
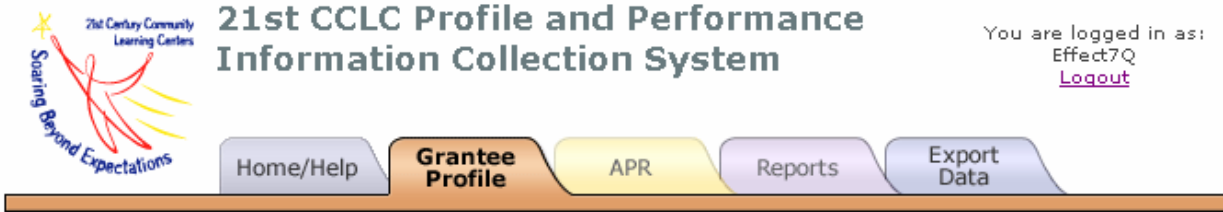
Cristine English

November 7, 2007

What Is PPICS?

➢ Web-based data collection system

➢ Designed to collect information about State-administered 21st CCLC Programs

➢ Two basic modules:
  - Grantee Profile
  - Annual Performance Report (APR)

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What information needs to be provided for the Grantee Profile module?

ppics.learningpt.org

21st CCLC Profile and Performance Information Collection System

You are logged in as: Effect7Q
Logout

Home/Help | **Grantee Profile** | APR | Reports | Export Data

Grantee Profile Main Page

Grantee Profile Instructions

Grantee: Effective Afterschool Programming, Inc.

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Effective Afterschool Programming, Inc.

Basic Info | Objectives | Partners | Centers

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PPICS as Part of Your Grant

➢ It is important for all level of staff to be aware of the PPICS report

➢ All staff can contribute to the data collection

➢ The APR may be a valuable contribution to the program

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Why Is This Information Being Collected?

➢ To report on Government Performance and Results Act (GPRA) indicators for the 21st CCLC program.

➢ To monitor how the program is operating under state administration.

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Why Is This Information Being Collected?

➢ To provide U.S. Department of Education (ED) staff with the capacity to respond to congressional, Office of Management and Budget, and other ED inquiries about the program.

21st Century Community Learning Centers

The dramatic acceleration of support for afterschool programs began with the White House's _21ˢᵗ CCLC_ initiative in 1997…
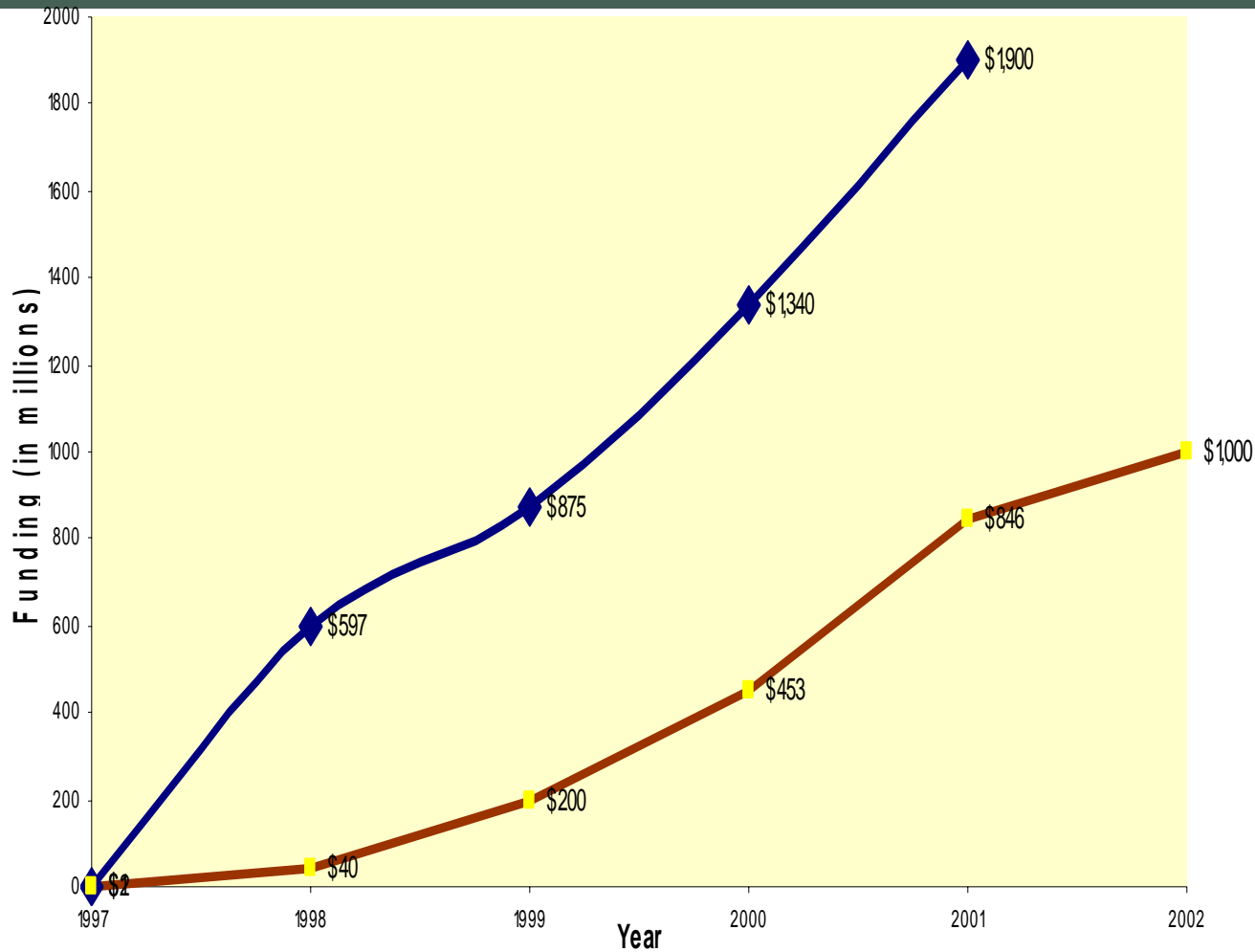
KLICKlers with computer instructor Mark Lindsay

The 21st Century Community Learning Centers program quickly became the fastest growing program in the federal government!

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Supply and Demand for 21st CCLC Funding

Total Funding Requested by Applicants

Total Funding Available for Fiscal Year

Things are going well for the 21st CCLC program

• **The program won some prestigious awards --**

INNOVATIONS IN AMERICAN GOVERNMENT

21st Century Community Learning Centers
U.S. Department of Education

2001 SEMIFINALIST

Innovations in American Government is an awards program of the Institute for Government Innovation at the John F. Kennedy School of Government at Harvard University. The awards program is funded by the Ford Foundation and administered in partnership with the Council for Excellence in Government.

David R. Gergen
Chairman

Gail C. Christopher
Executive Director

Alan Altshuler
Faculty Chair

Public Service Excellence Awards

• 2002 Awards •

Public/Private Partnership

U.S. Department of Education
C.S. Mott Foundation
"21st Century Community Learning Centers"

State • Federal • City
Interagency/Intergovernmental
International • County
Community Service

Affirming Pride in Public Service

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How Grantees Gain Access to PPICS

➢ State staff need to complete a delegation form in PPICS.

➢ An e-mail is then sent by LPA to the grantee contact specified by the state that contains username and password information.

➢ A username and password will be sent for each grant delegated to the local user by the state in separate e-mails.

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www.learningpt.org

Key Resources for Getting Started

➢ The following resources can be found on the **Home/Help** page:

- Grantee Profile User Guide

- APR User Guide

- Important Terms and Definitions

- Frequently Asked Questions (FAQs)

- Printable APR Forms

What information needs to be provided for the Grantee Profile module?

➢ A profile needs to be completed for each 21st CCLC grant received by a grantee.

➢ Current or proposed attributes of a program.

➢ Four Primary Sections

- Basic Info

- Objectives

- Partners

- Centers (Center Info, Prior Info, Feeder Schools)

Key Resources for Getting Started

System Instructions and Supports

- Instructions
- I want to change my password or e-mail address
- Technical Support, Troubleshooting, and Contact List

User Guides and Forms

- Grantee Profile User Guide (Adobe Reader PDF, 2.2MB)
- APR User Guide (Adobe Acrobat PDF, 2.4MB)
- Adding Feeder Schools To Your Grantee Profile (Adobe Acrobat PDF, 289KB)
- 2005–06 Printable Forms for Grantees—Level Sections of the APR (Microsoft Word document, 136KB)
- 2005–06 Printable Forms for Centers—Level Sections of the APR (Microsoft Word document, 968KB)
- Teacher Survey Guide (Adobe Reader PDF, 158KB)
- Teacher Survey – Revised March 2005

Other Resources

- Search the public 21st CCLC Profile and Performance Information Collection System Web site
- Important Terms and Definitions
- Purpose of this data collection
- FAQ
- Paperwork Reduction Act Statement
- Key PPICS Dates

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What information needs to be provided for the Grantee Profile module?

What information needs to be provided for the Grantee Profile module – Basic Info

* Grantee Name:	Effective Afterschool Programming, Inc.
State/Contract ID #:	
*Which option best describes your organization?:	Community-Based Organization or other Non-Profit Organization
*Award Date:	January 2004
*Length of Grant:	3 years
*Year 1 Award Amount:	50000
*Year 2 Award Amount:	50000
*Year 3 Award Amount:	50000
*Name of Contact Person:	Neil Naftzger
*Street Address:	123 Here
*City:	There
*ZIP Code:	12345 –
*Phone:	1231231234 x
Fax (optional):	
*Contact's E-mail:	neil.naftzger@learningpt.org

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What information needs to be provided for the Grantee Profile module?

What information needs to be provided for the Grantee Profile module - Objectives

Grantee Profile
Effective Afterschool Programming, Inc.
Objectives

Return to Grantee Profile Main Page
Objectives Instructions

Add a New Objective:

Objective Description: [   ] [Add]

Existing Objectives:

Click the **Classify Objective** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Active Objectives

| To improve student behaviors | Classify Objective | Remove |

What information needs to be provided for the Grantee Profile module - Objectives

☑ Is this Objective active?

* Objective Description: | To improve student behaviors

If the description of this objective had been updated or modified, please provide and explanation as to why these changes were made:

* Objective Classification
(Check all that apply.):

☐ Improve Student Achievement

☐ Improve Student Behavior

☐ Reach Targeted Participation Levels in Core Educational Services

☐ Reach Targeted Participation Levels in Enrichment and Support Activities

☐ Retain Participating Students

☐ Meet Planned Hours of Operation

☐ Offer a Particular Type of Activity or Service

☐ Foster Community Collaboration

☐ Facilitate the Social Development of Participating Students

☐ Provide a Safe and Secure Environment

What information needs to be provided for the Grantee Profile module - Partners

What information needs to be provided for the Grantee Profile module - Partners

☑ Is this Partner active?

*Partner Name: [~~Aberdeen Chamber of Commerce~~ ...erce]

*Partner Organization Type: [Other Unit of City or County Government ▼]

*How is the partner contributing to the project? (Check all that apply.)

☑ Programming/Activity-Related Services
☐ Goods/Materials
☐ Volunteer Staffing
☐ Paid Staffing
☐ Evaluation Services
☐ Funding/Raise Funds

Other:

[   ]

Is This Partner receiving grant funds for its contribution (i.e., is this partner a Subcontractor)? ☐

[Save My Information]

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What information needs to be provided for the Grantee Profile module - Centers

Add a New Center:

Pick a school from this list:

Step 1: Pick a District: ▾
Step 2: Pick a School: ▾
Add

-- or --

Centers That Are Not Schools—*or*—Schools That Are Not In The Dropdown List

Center Name: [   ] Add

Existing Centers:

Click either the **Center Info**, **Prior Info**, or **Feeder Schools** buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. To delete a record, click the **Remove** button.

Active Centers

Wright Elementary School
Delegate this center.   Center Info   Prior Info   Feeder Schools   Remove

Center Information

☑ **Is this Center active?**

My center is already entered as a feeder school or I've added feeder schools to my list.

Center Address and Related Contact Information
Please provide the following information about this center. If some fields have been completed for you by a program officer from your state department of education, please verify that the information provided is correct and make any modifications that may be needed. Please provide the actual street address of the center. If the mailing address is different from this address, you have the option of entering the mailing address separately.

*Center Name:	SCHOOL
*Center Organization Type:	School ▾
Name of Contact Person:	
*Street Address:	ce Street

If your mailing address is different from your street address, please supply your mailing address.

Mailing Address:	P.O. Box 607
*City:	
*ZIP Code:	
*Phone:	x
Fax (optional):	
E-mail (optional):	

Center Information

Center Hours and Weeks of Operation
Please complete this section of information that is either true about this currently operating center or with information that will be true once the center is open.

*When will this center be open? (Check all that apply.)

School Year
- ☐ Weekdays Before School Hours
- ☐ Weekdays During School Hours
- ☑ Weekdays After School Hours
- ☐ Weekends

Summer
- ☐ Weekdays
- ☐ Weekday Evenings
- ☐ Weekends

	School Year	Summer
*__Typical__ Number of Total Hours per Week the Center Anticipates Being Open:	6	0
*Number of Weeks the Center Anticipates Being Open:	13	0
*__Typical__ Number of Days per Week the Center Anticipates Being Open:	3	0

Center Information

*What activities, by Category, does this center intend to provide? (Select all that apply.)

High — Academic enrichment learning programs	**N/A** — Recreational activities
High — Academic improvement/remediation programs	**Med** — Activities for limited English proficient students
High — Mentoring	**High** — Tutoring/Homework Help
N/A — Career/job training	**Low** — Programs that promote parental involvement and family literacy
N/A — Community service/service learning programs	**Low** — Activities that target truant, expelled or suspended students
High — Activities that promote youth leadership	**High** — Drug and violence prevention, counseling, and character education programs
High — Supplemental educational services	**Med** — Expanded library hours

*What activities, by Subject Area, does this center intend to provide? (Select all that apply.)

High — Reading/literacy education activities	**High** — Cultural activities/social studies
High — Science education activities	**N/A** — Entrepreneurial education programs
High — Mathematics education activities	**N/A** — Telecommunications and technology education programs
N/A — Arts and music education activities	**Low** — Health/nutrition-related activities

N/A — Other

Center Information

Center Participant Population
Please complete this section of information that is either true about this currently operating center or with information that will be true once the center is open.

*How many students do you anticipate serving at this center per year?: 30

*How many adult family members do you anticipate serving at this center per year?: 15

*Grade Level Served
(Check all that apply.):

- ☐ PreK
- ☐ Kindergarten
- ☑ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Sixth
- ☐ Seventh
- ☐ Eighth
- ☐ Ninth
- ☐ Tenth
- ☐ Eleventh
- ☐ Twelfth

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Prior Information

*What was the length of time your center was in operation before receiving state-provided 21st CCLC funding? If you select *There was no prior out-of-school time program at this location*, then you do not have to fill out the rest of the form.

○ Less than two years

◉ Two to five years

○ Six to ten years

○ More than ten years

○ There was no prior out-of-school time program at this location

Prior Activities:
Please indicate what types of activities were provided at this site prior to state-provided 21st CCLC funding and at what degree of frequency.

	Routinely (e.g., 3 to 4 times a week)	Frequently (e.g., 3 to 4 times a month)	Rarely (e.g., once or twice every couple of months)	Did not provide
Academic enrichment learning programs	◉	○	○	○
Other enrichment activities (e.g., music, arts, cultural studies, and youth development activities)	○	○	◉	○
Homework and tutoring assistance	◉	○	○	○

Prior Information

Prior Operations (Check all that apply.)
- ☑ School year
- ☑ Summer

Prior Staffing (Check all that apply.)
- ☑ Paid staff—certified teacher(s)
- ☐ Other paid staff with a bachelor's degree or higher
- ☐ Other paid staff with some or no college
- ☐ Volunteer staff

*Was this center previously funded under a 21st CCLC federal discretionary program?
- ○ Yes
- ◉ No

Feeder Schools

Add a New Feeder School:

Pick a school from this list:

Step 1: [Pick a District: ▾]

Step 2: [Pick a School: ▾]
[Add]

-- or --

Enter a school not in the above list:

School Name: [_____] [Add]
☐ Is this school a private school?
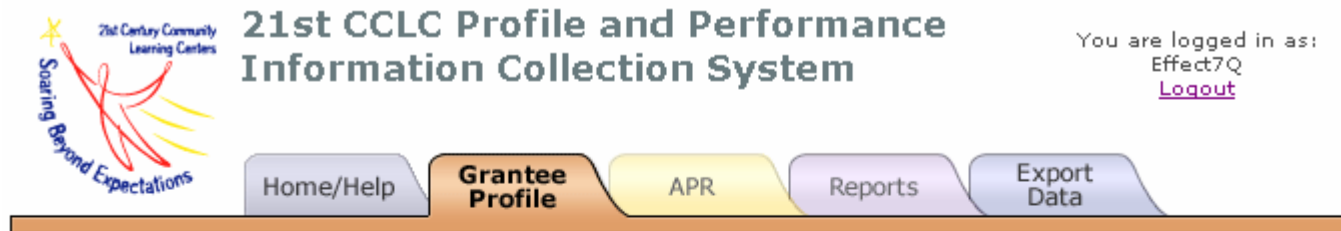
Existing Feeder Schools:

Click on the **Feeder School Info** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Active Feeder Schools

ABERDEEN ELEMENTARY SCHOOL	Feeder School Info ✓

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Feeder School Information

What information needs to be provided for the Grantee Profile module?

What information needs to be provided for the Grantee Profile module - Reports

Reports Main Page

Grantee Profile Reports

Detail Reports

Your Grantee Profile
View Individual Grantee Profile Summary

Exception Reports

List of Centers That Are Missing Required Information
Missing Information for Individual Grantee

APR Reports

Detail Reports

Your APR

Exception Reports

Sections of the APR that are Missing Information for An Individual Grantee
Detailed Listing of Grantee Level Missing APR Information

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Grantee Profile Tips

➢ Ensure your contact e-mail address is correct and up to date in PPICS.

➢ Help ensure:

- Objectives are classified appropriately.
- The grantee is not identified as a partner.
- Centers added to the system are consistent with the definition of a 21st CCLC.
- Feeder school records are correct.
- The profile is updated to reflect program changes.
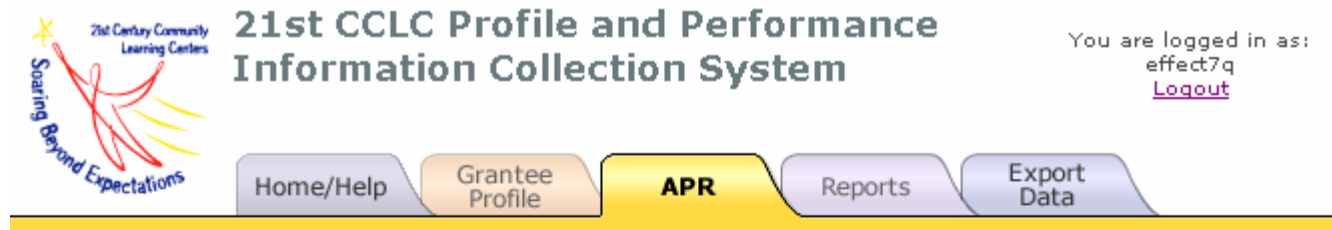
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Grantee Profile Tips

➢ Use remove function only to correct mistakes.

➢ Use the inactivate function to signify that something that was once true about your program is no longer.

➢ Use Grantee Profile Exception reports to determine what information is missing.

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What information needs to be provided for the APR module?

➢ An APR needs to be completed for each 21st CCLC grant active *during the reporting period.*

➢ What elements characterized program operation *during the reporting period* and outcomes obtained.

➢ Up to three primary sections:

- Objectives
- Centers (Made up of at least six sub-sections)
- Partners

What information needs to be provided for the APR module?

21st CCLC Profile and Performance Information Collection System

You are logged in as: effect7q
Logout

Home/Help | Grantee Profile | **APR** | Reports | Export Data

Annual Performance Report (APR) Main Page

APR Instructions

Effective Afterschool Programming, Inc.

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the reponsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

Effective Afterschool Programming, Inc.   Objectives   Centers   Partners

☐ I want to certify the APR data for my centers.

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What information needs to be provided for the APR module - Objectives

Program Objectives:

Outlined below are the program objectives you identified when completing your Grantee Profile. If you have not been asked to complete a Grantee Profile, then your objectives will need to be added to the table. In the "Status of Objective" Column, please select the option that best describes the status of this objective at the end of the reporting period.

If there were program objectives that were associated with the activities you undertook during the reporting period that are not listed below, please add that objective to the table.

If there were program objectives that were **not** associated with the reporting period but are listed in the table below, you can remove them from this year's APR by selecting the *Objective Not Associated with the Reporting Period* option from the Status of Objective dropdown menu. Once you save the information and return to the page the Objective in question will appear under the heading *Objectives for which APR data does not need to be submitted*.

Objectives for which APR data should be submitted:

	Objective Classification	Status of Objective
To improve student behaviors	• Improve Student Behavior	– Select one –

– Select one –
Met the stated objective
Did not meet, but progressed toward the stated objective
Did not meet and no progress toward the stated objective
Unable to measure progress on the stated objective
Revised the stated objective
Dropped the stated objective entirely
Objective Not Associated with the Reporting Period

Add Comments

Save My Information

What information needs to be provided for the APR module - Centers

Other items to take into consideration when reporting APR data for centers.

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Centers that have to submit APR data:

BARR ELEMENTARY   Operations   Staffing   Attendance   Feeder Schools
                   Activities   Grades   State Assessment Current Year   State Assessment Cross Year
                   Teacher Survey

What information needs to be provided for the APR module - Operations

School Year

	Typical Hours Per Week
Weekday before school	
Weekday during school hours*	
Weekday after school	
Weekend	
Total	0

Summer

	Typical Hours Per Week
Weekday	
Weekday Evenings	
Weekend	
Total	0

What information needs to be provided for the APR module - Staffing

Other items to take into consideration when reporting center staffing data.

Type of Staff Member	School Year		Summer	
	Paid	Volunteer	Paid	Volunteer
School-day teachers (include former and substitute teachers)				
Center administrators and coordinators				
Youth development workers and other nonschool-day staff with a college degree or higher				
Other nonteaching school-day staff (e.g., librarians, guidance counselors, aides)				
Parents				
College students				
High school students				
Other community members (e.g., business mentors, senior citizens, clergy)				
Other nonschool-day staff with some or no college				

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What information needs to be provided for the APR module - Staffing

Other Items to Take Into Consideration When Reporting Center Staffing Data

A single individual only should be classified as falling within one staff type category. When an individual staff member can be classified in more than one category, the following hierarchy should be employed in determining in what staff type category they should be counted:

1. School-day teachers (include former and substitute teachers)

2. Center administrators and coordinators

3. Youth development workers and other nonschool-day staff with a college degree or higher

4. Other nonteaching school-day staff (e.g., librarians, guidance counselors, aides)

5. Parents

6. College students

7. High school students

8. Other community members (e.g., business mentors, senior citizens, clergy)

9. Other nonschool-day staff with some or no college

10. Other

What information needs to be provided for the APR module - Attendance

Total Participants

Please indicate below the number of participants (Pre K–12 students and adult family members age 19 and older) who attended the program during the school year only, the summer only, or both. If your center keeps an attendance list for each activity and people can attend more than one activity, please count attendees only one time.

	All Students Served	All Adults Served
Both Summer and School Year		
School Year Only		
Summer Only		
Total Individual Participants Served		

What information needs to be provided for the APR module - Attendance

Regular Attendees

In the table below, please record (a) the total number of student attendees who attended the program fewer than 30 days during the reporting period and (b) the number who attended 30 or more days during the reporting period. Any student who attended 30 days or more during the reporting period is a "regular attendee."

Please Indicate the Total Number Who:	Number of Student Attendees
a) Attended fewer than 30 days during the reporting period	
b) Attended 30 days or more during the reporting period	
Total:	

What information needs to be provided for the APR module - Attendance

By Racial/Ethnic Group (Duplicates Allowed)		
Please Indicate the Total Number of:	**Total Student Attendees**	**Regular Student Attendees**
American Indian/Alaska Native		
Asian/Pacific Islander		
Black or African American		
Hispanic or Latino		
White		
How many students attending the center do you not have racial/ethnic group data for?		

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What information needs to be provided for the APR module - Activities

➢ States can select one of two options for the reporting of APR activities information.

➢ States can opt to report **aggregated** activity information through a revised version of the APR Activities page found in PPICS in previous APR years.

➢ States can opt to implement a newly developed APR Activities page that allows for data to be collected at the level of an **individual** activity offered during the reporting period.

What information needs to be provided for the APR module - Activities

Example of how to determine at what level of detail to report

Add a new activity

Activity Name:	
Participant Type:	○ Student Attendee ○ Adult Family Members

Add

Activities For Which APR Data Needs To Be Reported

Math and Reading Saturday School	(School Year)	Activity Info ✓

Activities For Which APR Data Does Not Need To Be Reported

What information needs to be provided for the APR module – Outcome Data

➢ States have been afforded impact-category options.
- **State Assessment Current Year**
- **State Assessment Cross Year Disaggregated**
- **Grades**
- **Teacher Survey**

➢ States also have the option of reporting gradations.
- **30-59**
- **60-89**
- **90+**

What information needs to be provided for the APR module – Teacher Survey
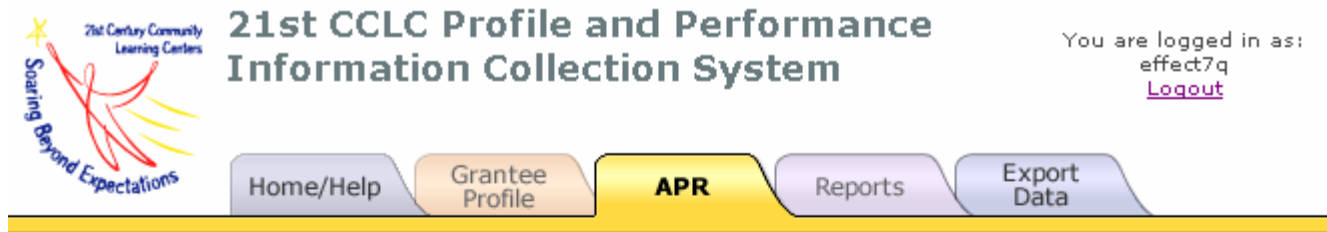
➢ Only report teacher survey data for regular attendees.

➢ One and only one survey for each regular attendee.

➢ Avoid asking teachers staffing the program to complete teacher surveys.

➢ For secondary students, mathematics or English teacher should be surveyed.

What information needs to be provided for the APR module – Teacher Survey

Behaviors on Which Teachers Reported:	Number of Regular Attendees							
	Did Not Need to Improve	Acceptable Level of Functioning Not Demonstrated in Early School Year – Improvement Warranted						
		Significant Improvement	Moderate Improvement	Slight Improvement	No Change	Slight Decline	Moderate Decline	Significant Decline
Changed behavior in terms of turning in homework on time	☐	☐	☐	☐	☐	☐	☐	☐
Changed behavior in terms of completing homework to your satisfaction	☐	☐	☐	☐	☐	☐	☐	☐
Changed behavior in terms of participating in class	☐	☐	☐	☐	☐	☐	☐	☐

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What information needs to be provided for the APR module – Certification

APR Tips

➢ Only report on activities, entities, and participants that were associated with the reporting period.

➢ Only count staff that regularly staffed the center during the reporting period when completing the APR Staffing page.

APR Tips

➢ Ensure that the typical number of hours an activity was provided per week on the APR Activities page does not exceed the total number of hours per week the center was typically open.

➢ Read instructions carefully on how to report APR activities information.

APR Tips

➢ Do not be surprised if demographic-related numbers (those less than five) change after you enter them on the APR Attendance page.

➢ Be sure to report the number of students you do not have characteristic data for when completing the APR Attendance page.

www.learningpt.org

APR Tips

➢ Only report data for regular attendees when reporting teacher survey data.

➢ Ensure that you report summer information consistently.

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APR Tips

➢ Use APR Exception reports to check for missing data.

➢ In order to complete the APR process, you must certify your data by clicking on the checkbox appearing on the APR Main Page.

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PPICS Help Desk

- E-mail: 21stcclc@contact.learningpt.org
- Toll-free phone: 866-356-2711
- Our goal is to respond to Help Desk requests within one or two business days.

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